

Barbara Cash

10/12/2006 02:40 PM

To: mayorjconrad@msn.com

cc:

Subject: Programmatic Grant Close out - Village of Laurelville XP97579701-0

Our records indicate that your grant, Village of Laurelville, will expire shortly. It is now time to close the grant.

I will need the following documents from you:

1. Final Technical Report - This report is done in narrative form, and should explain what was done during the life of the grant (a summary) and the environmental effects of the project. It should also tell us if the objectives of the grant were met.
2. For Construction projects - Certificate of Project Completion (form is attached)
3. If you have not already done so, please submit the source documents (invoices) for all draw downs from the ASAP system.

If you need an extension, please send me an e-mail with the request, including an explanation of the circumstances surrounding the delay and the amount of time you think you will need to complete the project.

If you have completed your project, please submit the required documentation to this office.

If you have any questions, please feel free to contact me.

Thank you for your assistance.



Certification of Project Completion.wpd Final Report Elements.doc

Barbara Cash
Special Appropriations
Project Officer - MI & OH
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